

7 November 1960

25X1A

MEMORANDUM FOR : [REDACTED]

SUBJECT : Report of Cable Secretariat Operations
From 1-31 October 1960

1. Cables Processed

a. The Cable Secretariat reproduced and disseminated 14,435 IN cables, 5,645 OUT cables, 1,170 TD's and 870 miscellaneous items for a total of 22,120 work items during October 1960. This represents an increase of 4,605 items or 26% more than the 1959 monthly average of 17,515. This is the third straight month that the total work items have been at an all time high. You will notice that this months total traffic exceeds anything we have ever done in the history of the Cable Secretariat. Our ability to move this amount of traffic during the past three months was due in great part to a hard-working, conscientious crew and in part to the Xerox Copier (914). I believe that if we did not have the 914 we could not have disseminated this many work items with our present staff of 67 people.

b. Cables increased 4,480 or 29% over the 1959 monthly average of 15,600 cables. The October total is 450 or 2% more cables than September 1960 and 4,688 or 30% more cables than October 1959.

c. TD's increased 48 or 4% over the 1959 monthly average of 1,122 TD's.

d. We processed an average of 852 cables Monday through Friday, 613 on Saturday and 233 on Sunday. Please note that during August, September and October of 1959 we were processing an average of 688 cables Monday through Friday, 435 on Saturday and 94 on Sunday. Taking the same three months in 1960, we are processing an average of 836 cables for an increase of 148 or 6% on Monday through Friday, 573 cables for an increase of 140 or 25% on Saturdays and 224 cables for an increase of 130 or 58% on Sundays. I just mention this to give you some idea of why it was necessary to increase our personnel working overtime on Saturdays and Sundays.

e. 1,659 cables or 8% of all cables processed were furnished to the Director as compared to 1,737 or 9% for September 1960.

2. Personnel

We operated during October with [REDACTED] persons, six people under our ceiling strength of [REDACTED]

25X1A

25X1A

3. General

a. As you know, I attended the Senior Management Course given by Professor Bailey. I consider the course a real assist to me in my work. The number of times I will be able to call upon what I learned there will be many. I am confident too that over a period of time I will be able to impart to my staff by way of improved leadership and communication many of the sound principles brought out in the course discussions.

b. During the month our second Xerox Copier (914) was delivered and installed. This will give us a back-up machine should one break down.

25X1A


Cable Secretary